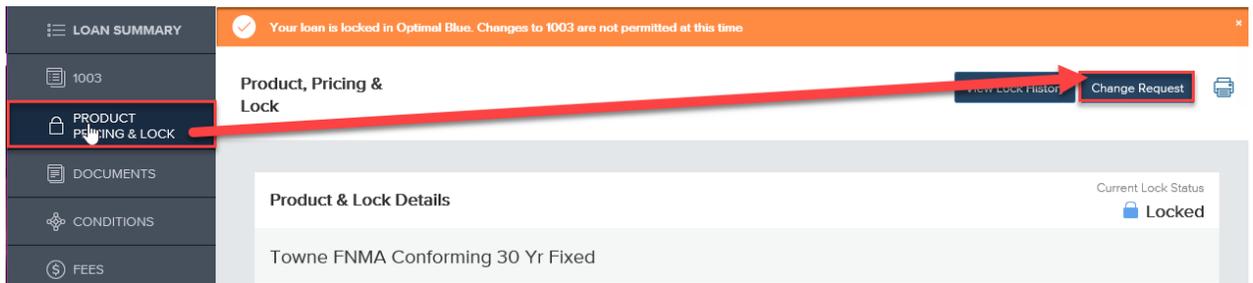




HOW TO: Request a Change of Circumstance Loan Estimate (LE)

Step 1: Access the loan from your Pipeline View, and click on “Change of Circumstance” under Loan Actions.

NOTE: If your loan is locked, ensure any changes that would affect (or you had to enter to obtain) pricing has been updated. You can make changes to your Rate by accessing Product & Pricing. Then click “Change Request”.



Step 2: Select “Change of Circumstance” under Loan Actions.

Step 3: Complete the Change of Circumstance screen:

- Choose a Changed Circumstance from the dropdown
- List all changes in the comments section
- Select all disclosure reasons that apply.

Step 4: Click “Request Change”.

